

UTILITIES SERVICE BOARD MEETING

April 19, 2004

UTILITIES SERVICE BOARD MEETINGS ARE RECORDED ELECTRONICALLY OR STENOGRAPHICALLY AND ARE AVAILABLE DURING REGULAR BUSINESS HOURS IN THE OFFICE OF THE DIRECTOR OF UTILITIES.

Board President Swafford called the regular meeting of the Utilities Service Board to order at 5:00 p.m. The meeting was held in Conference Room 100B at the Indiana University Research Park at 501 North Morton Street in Bloomington, Indiana.

Board members present: Tom Swafford, Alisa Brown, Dick Eherenman, Tim Henke, and ex-officio member Tim Mayer. Staff members present: Patrick Murphy, Steve Saulter, Mike Butcher, John Langley, Mike Bengtson, Mike Hicks, Tom Staley, Steve Drake, Rebecca Lambert, Jane Fleig, Julie Martindale, Nathan Schulte and Assistant City Attorney Vickie Renfrow. Also present, Hank Hewetson representing Indiana University, and Gary Kent.

MINUTES:

EHRENMAN MOVED AND HENKE SECONDED THE MOTION TO APPROVE MINUTES FOR THE APRIL 5, 2004, MEETING AS PRESENTED. MOTION CARRIED. 4 AYES. 3 MEMBERS ABSENT (EHMAN, VAUGHT, AND WHITE).

Board member White arrived at the meeting at this time.

CLAIMS:

Board member Henke made the following requests:

- A report from ADS Environmental Services on maintenance for wastewater flow meters, data collection & processing of reports
- Listing of which projects each engineering firm is handling

EHRENMAN MOVED AND HENKE SECONDED THE MOTION TO APPROVE THE REGULAR CLAIMS AS FOLLOWS:

CLAIMS 0490679 THROUGH 0490765 INCLUDING \$259,602.04 FROM THE WATER OPERATIONS & MAINTENANCE FUND FOR A TOTAL OF \$259,602.04 FROM THE WATER UTILITY; CLAIMS 0430340 THROUGH 0430378 INCLUDING \$422,654.84 FROM THE WASTEWATER OPERATIONS & MAINTENANCE FUND AND \$89.95 FROM THE WASTEWATER CONSTRUCTION FUND FOR A TOTAL OF \$422,744.79 FROM THE WASTEWATER UTILITY; AND CLAIMS 0470030 THROUGH 0470031 INCLUDING \$22,529.97 FROM THE WASTEWATER/STORMWATER FUND FOR A TOTAL OF

\$22,529.97 FROM THE WASTEWATER/STORMWATER UTILITY. TOTAL CLAIMS APPROVED – \$704,876.80.

MOTION CARRIED. 5 AYES. 2 MEMBERS ABSENT (EHMAN AND VAUGHT).

REPORT ON FIRE EXPENDITURES:

Interim Assistant Director Saulter presented Board members with a spreadsheet listing fire-related invoices. (A copy of the spreadsheet is attached to the minutes.) At the present time there is a remaining balance from the insurance proceeds in the amount of \$34,561.15. Another report on fire expenditures will be presented at the May 3, 2004, meeting.

FINANCIAL UPDATES:

Cash and Budget Report –

Interim Assistant Director Saulter presented Board members with spreadsheets showing the operating fund analysis for January through March 2004 and the budget analysis for January through March 2004. (A copy of each spreadsheet is attached to the minutes.)

Retainage Escrow Report –

Finance Manager Butcher presented Board members with a spreadsheet listing a summary of active retainage accounts at Monroe Bank as of 3/31/04. (A copy of the spreadsheet is attached to the minutes.)

Extensions and Replacements Report –

Finance Manager Butcher presented Board members with spreadsheets listing the extensions and replacements report. (A copy of each spreadsheet is attached to the minutes.)

Interim Assistant Director Saulter informed Board members that these reports will be presented on a quarterly basis. Board members thanked Mr. Saulter and Mr. Butcher for the information and stated that they really appreciate their work.

FUNDING REQUESTS:

S04-4803 – This funding request was pulled from the agenda by Interim Assistant Director Saulter.

W04-2803 – This funding request was pulled from the agenda by Interim Assistant Director Saulter.

OLD BUSINESS

Dick Eherenman –

Board member Eherenman inquired about the matter relating to owners of patio homes not being allowed to use the summer sewer average. Utilities Director Murphy stated that this matter is still being reviewed at this time. A recommendation will be brought to the appropriate subcommittee in the near future.

Tim Henke –

Board member Henke inquired about stormwater rules. Utilities Director Murphy stated that this matter is also being reviewed at the present time and that a recommendation will be brought to the appropriate subcommittee in the near future. All Board members were advised to e-mail any questions or recommendations to Utilities Director Murphy.

NEW BUSINESS:

Julie Martindale –

Purchasing Manager Martindale informed Board members that the cost of cleaning services at the S. Henderson locations has been reviewed. A memo was presented to Board members explaining the decision to do cleaning of the South Henderson locations in-house rather than using an outside cleaning company. The memo also listed the calculated savings for this. (A copy of the memo is attached to the minutes.)

Purchasing Manager Martindale also informed Board members that the present contract for mowing various locations for the Utilities Department is \$54,000.00 per year. After careful review, it was determined that this could also be done more cheaply in-house. Equipment will be purchased, and this will be done in-house in the future.

Board members thanked those involved in the reviews and decisions about the above-listed functions. It was stated that it was very much appreciated to see employees so dedicated to their work.

SUBCOMMITTEE REPORTS:

No subcommittees have met; however, the Administrative Subcommittee is scheduled to meet on April 22, 2004, at 1:00 p.m. to review customer complaints.

STAFF REPORTS:

Patrick Murphy –

Utilities Director Murphy provided Board members with information regarding a sewer extension to the State Road 37 and Fullerton Pike location owned by Bill Brown. (A copy of the information is attached to the minutes.) Mr. Murphy will discuss this matter with City of Bloomington Planning Director Tom Micuda. It will be brought to the Utilities Service Board and Engineering Subcommittee for further review.

Utilities Director Murphy informed Board members that at the May 3, 2004, meeting representatives of Blackwell Construction will be present to appeal the denial of sewer extension for a project. Since this will be first hearing in this type of matter, review procedures will need to be established. This could also be referred to the Engineering Subcommittee.

Utilities Director stated that Julie Martindale and Mike Butcher were presented plaques from the Government Finance Officers Association of the United States and Canada for their work on the Comprehensive Annual Financial Report in conjunction with the State Board of Accounts audit. The results of this should help the City with bonding ratings.

Utilities Director Murphy also stated that the Utilities Department is working to model the annual budget presentation to that presented by Civil City departments.

Utilities Director Murphy further stated that he attended Employee Recognition Day at City Hall on April 16th. He was very impressed by the number of Utilities Department employees that received awards for longevity and certificates for training. He stated that he was very proud of Utilities Department employees and appreciated their hard work.

PETITIONS AND COMMUNICATIONS:

Gary Kent –

Gary Kent stated that he had been coming to Board meeting for about 24 months. He said he is very pleased with the direction that the Board and staff members have been taking. He thinks the Utilities Department is now headed in the right direction.

ADJOURNMENT:

The meeting was adjourned at 5:50 p.m.

L. Thomas Swafford, President